

STATEMENT OF EMPLOYMENT CONDITIONS FOR TEMPORARY EMPLOYEES

The State of Vermont strives to keep the use of temporary employees to a minimum. Nevertheless, some State agencies have pressing logistical needs for temporary staff. You should be aware that temporary status employment carries certain restrictions. As a temporary employee, you do not have the same rights and benefits as classified or exempt status employees. The hiring of a temporary employee is covered by 3 VSA §331. We ask that you read carefully the conditions of temporary employment which follow, and sign in the space provided at the end of the document.

TEMPORARY EMPLOYMENT:

IS LIMITED TO 1,280 hours of work per calendar year, except in cases of emergency as authorized by the Commissioner of Human Resources. If the hours of work exceed 1,280 in a year, your Department may be assessed penalty fees.

IS NOT EXPECTED TO BE FULL-TIME. Temporary work is typically for variable hours. The State does not guarantee 40 hours of work per week.

DOES NOT CONFER ACCESS TO PERMANENT EMPLOYMENT IN STATE GOVERNMENT. Temporary employees must compete on an equal footing (or "open competitive basis") with other non-state employee applicants for permanent employment. If hired on a permanent basis, a former temporary employee must satisfactorily complete an original probationary period, as would any newly hired employee.

TEMPORARY EMPLOYEES:

ARE PAID ONLY FOR ACTUAL HOURS WORKED and are entitled to overtime in accordance with federal law. The State cannot guarantee how long a temporary job will last or how many hours will be scheduled during the period of employment.

ARE NOT ELIGIBLE FOR THESE STATE BENEFITS: medical benefits programs, dental insurance, long term disability insurance, group life insurance, sick leave, annual leave, personal leave, retirement benefits, and holiday compensation for time not actually worked.

MAY BE ELIGIBLE FOR BENEFITS UNDER THE AFFORDABLE CARE ACT: Temporary employees with the State of Vermont are not eligible for medical benefits. Therefore, you may wish to explore coverage options through the Health Insurance Marketplace. For more information about the Marketplace insurance options please see the "New Health Insurance Marketplace Coverage Options and Your Health Coverage" notice for temporary employees or visit HealthCare.gov.

ARE NOT COVERED BY RIGHTS, BENEFITS, PROCEDURES, AND PRIVILEGES OF CLASSIFIED EMPLOYMENT including, but not limited to those conferred by the collective bargaining agreement.

ARE NOT COVERED BY ANY DEPARTMENTAL POLICIES GOVERNING DISCIPLINE which may guarantee classified employees any review procedures before the disciplinary action is taken (unless specifically noted in the department's policy).

ARE EMPLOYED AT WILL under the law. This means that temporary employees have no right to continued employment or a proprietary right to a job. Temporary employment may be terminated at any time for any reason, except as prohibited by law. (State and federal laws governing discrimination, Workers' Compensation, fair employment practices, maternity leave, disabilities, wages and hours and the like, apply to all employees, including temporaries.)

I, _____, hereby acknowledge and understand that I am being (or have been) hired as a temporary employee by the State of Vermont in the Agency or Department of _____. I have read and understand the above conditions of employment. I also understand that this statement of working conditions supersedes anything inconsistent with it, and that these conditions may only be changed by law, or by written order of the Governor or his or her representative.

Employee Signature: _____

Date: _____

Hiring Manager: _____

Date: _____

Dept./Location: _____